

DWD Issuance 16-2009, Attachment 1, Section 1

Work Related Expense (WRE) Policy

Description

Work Related Expense (WRE) payments assist Temporary Assistance (TA) recipients by purchasing items so the recipient can fully participate in Career Assistance Program (CAP) activities. WRE payments are allowable only when a need is demonstrated and the vendor can be paid directly by the CAP service provider (it is never appropriate to give cash to the recipient). WRE payments are not an entitlement, but rather assistance so TA recipients can fully participate in CAP activities. All WRE payments are authorized based upon availability of funding.

The maximum amount of WRE allowed for recipients is \$350 in a 12-month period. The 12-month period begins immediately upon the first authorized payment of WRE.

For example, it is September 15, 2009. [The maximum WRE that can be issued per 12 month period is \$350. Toolbox 2.0 will look to see what WRE payments were issued between September 15, 2008 – September 15, 2009 to calculate the available balance. If the following payments were issued: 9/25/08 - \$100 and 8/15/09 - \$50, there is \$200 available on 9/15/09. In this example, the client started with a \$350 balance. The \$100 and \$50 payment would both be deducted and leave a balance of \$200. However, on September 25, 2009, the \$100 authorized on 9/25/08 raises the balance of WRE to \$300.]

Demonstrates a Need

WRE may only be paid for recipients that actually need WRE assistance. If the recipient is able to pay these expenses, then he/she has not demonstrated a need. As stated previously, this is not an entitlement.

Up-Front Payments

In many cases, it may be necessary to pay WRE for recipients who are “getting ready” to participate in an activity. (For example, he/she needs steel-toed work boots prior to the first day on the job; he/she needs a “dress outfit” for the first day of work, etc.) In this case, the recipient should provide some type of documentation showing the activity in which he/she will participate, if applicable and available (for example, a letter of employment; school schedule; etc.) In many cases, it is necessary to take the recipient’s word that he/she will fully participate in the work activity (for example, interviewing for job search). It is recommended the CAP service provider only supply the necessary expense to get through the first few days to determine if the recipient will continue to participate. Then after the determination, provide additional support.

Fully Participating

The required participation hours to be considered “fully participating” for CAP depends on whether the recipient is in a single or two-parent household.

A single-parent household’s core hours have been increased five hours above federal regulation requirements to assist in meeting the required federal work participation rate. Below are the single

TA recipient's required CAP participation in core and non-core hours that must be met in order to be paid WRE for those recipients already participating in an activity at the time of the stated need:

Single Parent Households Minimum Required Participation Hours Per Week by State Policy			
Household type	Core Hours Required	*Non-Core Hours Required	Total Hours Required
Child(ren) under 6	25 Hours	0 Hours	25 Hours
Child(ren) 6 and over	25 Hours	10 Hours	35 Hours

The single-parent recipient household can only be sanctioned if the federally required participation hours are not met. However, in communication with the recipient, the increased hours (above) are the requirement. Do not tell the recipient that they cannot be sanctioned until they fall below the federally required hours (below). The federally required participation hours are:

Single Parent Households Minimum Required Participation Hours Per Week by Federal Regulation			
Household type	Core Hours Required	*Non-Core Hours Required	Total Hours Required
Child(ren) under 6	20 Hours	0 Hours	20 Hours
Child(ren) 6 and over	20 Hours	10 Hours	30 Hours

*Non-core hour requirements may be met by participating in core or non-core activities.

Two-parent households required hours are the same per CAP policy and federal regulation. Their requirements are unchanged with this policy. The two-parent household's requirement for CAP participation in core and non-core hours to be paid WRE are on the following page:

Two-Parent Households Minimum Required Participation Hours Per Week						
Household type	Core Hours Required for Parent 1	*Non-Core Hours Required for Parent 1	Total Hours Required for Parent 1	Core Hours Required for Parent 2	*Non-Core Hours Required for Parent 2	Total Hours Required for Parent 2
**Child(ren) under 6 and no federally funded childcare	30	5	35	0	0	0
**All other 2-parent households	30	5	35	20	0	20
<p>*Non-core hour requirements may be met by participating in core or non-core activities.</p> <p>**To reach the total required hours of 35 or 55 (30 core and 5 non-core or 50 core and 5 non-core), they can be achieved in this or any other combination of hours. (I.e. For the 55 hour requirement, Parent 1 could work 40 core hours and Parent 2 could work 10 core and 5 non-core hours.) Thorough case notes are required to explain the hours.</p>						

To be fully participating, the recipient must meet the above required weekly hours. However, the recipient can be considered fully participating if he/she makes up missed hours in another week. (i.e., TA recipient is required to complete 25 hours per week. He/she completes 20 hours in week 1 and 30 hours in week 2.) “Making up” hours can only be completed within the same federal month and enables the participant to fully participate because the average weekly required hours are met for the month.

Expenses

A table of allowable and unallowable expenses is on the following page. WRE is expected to assist the recipient to fully participate in work activities with the end goal of unsubsidized employment. Therefore, WRE should help the recipient to function as any other employee, potential employee, etc. The following charts may not encompass all situations. If you have additional questions, please follow local communication channels to send an email to Central Office CAP staff.

Allowable Expenses	
Items	Conditions/Explanations
Application Fee for GED	<ul style="list-style-type: none"> • If recipient is fully participating or agrees to fully participate in work activities, this can be paid even if he/she has is not a teen parent or has no non-core requirement and therefore, this does not count within an activity.
Automobile repair(s)	<ul style="list-style-type: none"> • Used for the primary vehicle owned by the recipient. The CAP service provider must request proof of ownership (i.e., a title), proof of insurance, and a valid driver's license • On a case-by-case basis, it can be used for a vehicle the recipient will ride in or drive to fully participate in work activities: <ul style="list-style-type: none"> -This should be carefully investigated as to why the recipient cannot obtain his/her own vehicle (i.e., doesn't have driver's license, etc.) or other transportation -Verify this will be a long-term solution or lead to a long-term solution (i.e., If WRE of \$50 puts brakes on the mother's car, the recipient will have transportation for 3 months at which time she will get her income tax and purchase a used automobile.) -The owner of the vehicle must provide proof of ownership, proof of insurance, and a valid driver's license -Owner of the vehicle must sign a statement that he/she will give this person rides as needed to participate in work activities or allow the recipient to drive the car for a certain period of time • For two-parent households, if both parents are fully participating or agree to fully participate, the WRE can be combined to make repairs • For repairs over \$100 or if the CAP service provider questions the cost, the recipient must submit 3 estimates for the cost of the repairs. It is left to the discretion of the CAP service provider if the estimates must come from certain vendors if they are generally more reasonable. • WRE funds can be used to purchase automobile parts to be installed by someone other than an auto repair shop; however, the case manager should verify the individual who will install the parts is qualified to do the type of work required. • The mechanic or other authorized person should verify, to the best of his/her knowledge, this repair(s) will make the vehicle operable and is not just a short-term fix.
Bicycle or Bicycle Parts	<ul style="list-style-type: none"> • Allowable if used for transportation for work activities
Car Insurance	<ul style="list-style-type: none"> • Allowable for up to 3 months for full coverage insurance total per 12-month period (if the recipient only needs liability, this is acceptable) • The recipient should be encouraged to pay a portion of the insurance as he/she will have to make the payments in the future • Only pay 1 month at a time to verify full participation is met • Not recommended to use the entire \$350 WRE funds on this since he/she will likely need other supports for going to work or school

Allowable Expenses	
Items	Conditions/Explanations
Childcare Registration Fees	<ul style="list-style-type: none"> • Does not count toward the \$350 annual limit • Provider does not have to be licensed or registered to request this fee; however, the childcare provider does need to have a written policy requiring this fee for all families.
College Application and Entry Test Fees	<ul style="list-style-type: none"> • *Allowable to be used from WRE if the region has exhausted their training funds
Criminal Background Check	<ul style="list-style-type: none"> • Must be required by the employer for all employees (not just CAP recipients) in order to participate in a work activity
Diagnostic Testing	<ul style="list-style-type: none"> • Allowable if the mechanic is unsure of the problem and there is no way to determine the cost unless this is completed
Driver's License Fees	<ul style="list-style-type: none"> • Per the Missouri Department of Revenue, the length of the license and the fee associated with it depends on driver's age if the driver is under or over 20 years of age
Licensing Fees (Including Safety Inspection and Transfer Fees)	<ul style="list-style-type: none"> • Only allowed for a 1-year period
Medical and Dental Expenses	<ul style="list-style-type: none"> • Recipient must provide documentation that this will not be covered by Medicaid or private health care (i.e., statement showing not eligible for Medicaid; denial per dentist/doctor office; etc.) • Cannot be used for another recipient, even if he/she is married to this person
Mortgage Payments	<ul style="list-style-type: none"> • Can be paid in extenuating circumstances for short-term emergencies • Recipient must provide documentation (i.e., bill, loan, etc.) showing this is his/her responsibility • Recipient needs to pay as much as he/she can • Not recommended to use the entire \$350 WRE funds on this since he/she will likely need other supports for going to work or school

*The region also has the option to request a line item budget modification through DWD's financial unit to move funds to training.

Allowable Expenses	
Items	Conditions/Explanations
Personal Hygiene Items	<ul style="list-style-type: none"> • Purchase of a reasonable amount of items such as: <ul style="list-style-type: none"> - Soap - Deodorant - Toothpaste and mouthwash - Hair care items (i.e., shampoo, conditioner, hair spray, brush, etc.) - Face cleaning scrubs - Razors - Makeup (foundation, eye shadow, lipstick, etc.) - Hair color - Manicure set • *As a reminder, as with all WRE purchases, the most cost effective method should be used and be based on need. Therefore, if a female recipient needs makeup for a job interview, it may be appropriate to purchase one foundation, one powder, one set of eye shadow, and one lipstick. In this case, it would not be appropriate to take her to a high-end salon to purchase these products.
Personal Property Taxes	<ul style="list-style-type: none"> • Done on a very limited basis, such as, has to pay the taxes to obtain a vehicle • Only pay for the vehicle needed for transportation, do not pay for another vehicles, a house, land, etc. • If there is more than just the one vehicle on the property tax, verify the recipient has the money to pay the rest of the bill and go with him/her to pay it, or have them mail the payment from the office, etc. • Recipient should be encouraged to pay as much as possible since he/she will need to pay this in the future
Phone Cards	<ul style="list-style-type: none"> • Allowable for up to an hour at a time • Recipient must be using card exclusively for work activities
Rent/Utilities	<ul style="list-style-type: none"> • Can be paid in extenuating circumstances for short-term emergencies • Recipient must provide a copy of the lease agreement with his/her name as the person responsible for payment • Recipient needs to pay as much as he/she can • Not recommended to use the entire \$350 WRE funds on this since he/she will likely need other supports for going to work or school
Sales Tax	<ul style="list-style-type: none"> • Is not used for sales tax as the WRE item(s) is tax exempt • Provide the appropriate documentation so sales tax is not charged
SATOP Class	<ul style="list-style-type: none"> • Can be paid for when this is a condition for the recipient to get his/her license back
Uniforms (Not Paid for By the Employer)	<ul style="list-style-type: none"> • Includes any uniform required by the employer.

Allowable Expenses	
Items	Conditions/Explanations
Union Dues to Allow a Recipient to Obtain or Continue Employment	<ul style="list-style-type: none"> Limited to once per union membership. For example, if a recipient joins a carpenter's union, the fee can be paid; and later joins a HVAC union, the fee can be paid. However, it cannot be paid to the carpenters union twice even if it is for different periods of time.
Work and/or School Supplies	<ul style="list-style-type: none"> Work tools required by the employer *School supplies if required for the class and the region has exhausted their training funds. For example, if he/she has 3 classes, a notebook would be appropriate for each class, plus other items (such as a calculator, a pen, pencil, highlighter, etc.) required by the class. These items should be purchased at retail outlets as purchasing from the on-campus bookstore will likely incur additional costs. Computer software required for a specific class *Text books (including the GED booklet) if required for the class and the region has exhausted their training funds.
Work Clothes	<ul style="list-style-type: none"> WRE funds are not intended to purchase an entire wardrobe. Necessary clothing should be purchased at the most reasonable prices. For example: <ul style="list-style-type: none"> -Dress shoes for \$10-\$15 a pair will likely work fine for someone working in an office. -Steel-toed boots will likely be quite expensive depending on the employer requirements. There is not a stipulation on how many of any piece of clothing may be purchased since this is case specific and there are many possible combinations of needs. If there are questions on what is reasonable, contact your supervisor. For example: <ul style="list-style-type: none"> -A recipient who works outside may need a pair of tennis shoes and a pair of boots; more than one pair of gloves; more than one hat; a winter coat; and a light weight coat. However, the employer may supply uniforms. -A recipient who works in an office will likely need more than 1 pair of dress shoes. -A female recipient will likely need a purse.

*The region also has the option to request a line item budget modification through DWD's financial unit to move funds to training.

Non-Allowable Expense Examples	
Items	Conditions/Explanations
Computers	
Food and Drink	
Household Cleaning Supplies	
Items for Other Family Members	<ul style="list-style-type: none"> Examples include: <ul style="list-style-type: none"> -Diapers -Toys -Clothing
Items Pawned by Recipient	
Jewelry	
Legal Costs, Fines, Penalties, etc.	
Rent Deposit	<ul style="list-style-type: none"> This is a refundable amount at the expiration of the lease
Start-Up Costs or Costs to Operate Own Business	<ul style="list-style-type: none"> Examples include: <ul style="list-style-type: none"> -Toys, supplies, etc. for daycare -Color, hair brushes, combs, hairdryer, etc. for salon -Rakes, gas, shovels, etc. for lawn care business
Sleepwear	
Weight Loss Products	

Post-Employment Payments

Post-employment WRE payments made after the Toolbox 2.0 case closes are no longer allowed. (WRE payments can be made any time the case is open in Toolbox 2.0 if all other criteria are met.) The Family Support Division (FSD) administers Transitional Employment Benefits (TEB) which provides a \$50 payment per month for up to 6 months per case closure for TA recipients whose case closed due to an increase in income and he/she continues to meet the required participation hours. Encourage all TA recipients to talk to his/her eligibility specialist to find out complete requirements.

Recouping Payments

In cases where there is a reusable item and the TA recipient has not fully participated as he/she stated they would, make a reasonable attempt to recoup that item. There will likely be situations where the recipient cannot be located; cannot be contacted; or refuses to return the item. If too much time is spent attempting to recoup the item; it may cost more in staff time and effort than the item's value.

The cost for the item will continue to count “against” the TA recipient’s WRE who the item was originally purchased for; however, this item can be used for other recipients who have a need and will fully participate. If the individual is no longer receiving TA, do not attempt to recoup the item(s). If the recipient “abuses” the WRE and does not continue to comply, use this in considering issuing WRE in the future.

Examples of items that are required to be returned to the CAP service provider if the recipient quits fully participating:

- Tools
- Books
- Stethoscope
- Watch for nursing
- Steel-toed boots
- Scrubs
- Dress clothes
- Unopened personal hygiene products

Examples of items that are not required to be returned to the CAP service provider if the recipient quits fully participating:

- Opened personal hygiene products
- Brakes for a car
- Undergarments

The recouped items can be used for another recipient to participate. When this is done, it should be case noted. These items can count against a portion of his/her WRE at a reduced amount (i.e., if another client needs tools and there are some at the office, it may be appropriate to count half of the original cost against his/her WRE if the tools are in good condition). For the recipient who receives the item(s), this amount will not be subtracted out of his/her WRE in Toolbox 2.0; therefore, always review the case prior to issuing WRE.

If there is no reasonable alternative for reuse of the item by another TA recipient, contact DWD financial for permission prior to selling any items.

Clothing does not count against the WRE for the person who receives the used item(s). This includes: boots, scrubs, dress clothes, etc.

Below is the format of the case note that must be used:

- 'Note Category' of "Supportive Services"
- 'Subject' of "WRE Expenditure"
- Case notes that include:
 - DCN of the recipient who originally had the item(s)
 - Reason "new" recipient needs the item(s)
 - Original cost of item(s)
 - Depreciated cost of item(s)

Create Note for Seeker - ADAM R MICHNA(###-##-0209) | No

◆ Note Category: Supportive Services

◆ Date: 02/02/10 ◆ By: JERIANE JACO

Subject: WRE Expenditure

◆ Notes: HVAC tools purchased for DCN: 123456789 were returned due to non-participation. Tools are need for Adam to work at ABC HVAC. Original cost was \$250. Valuing tools at \$125. \$225 of WRE remains.

Follow-up Date:

☐ Print on Save

Authorizing

WRE payments are authorized through Toolbox 2.0. All purchases are made through the WIB's/sub-contractor's regular system of vendors. All purchases must be paid for locally and then reimbursed from the Division of Workforce Development's (DWD) Central Office as a line item on the monthly CAP CPR and reimbursed as a normal cash request.

A copy of the receipt, invoice, etc. requesting or indicating payment must be included in the TA recipient's file. (i.e., Wal-Mart receipt, bill from local mechanic, etc.)

The case manager may approve WRE payments under \$100. Additional supervisory authority is required to authorize payments from \$100-\$350.

Local Policies

No local WRE policies are allowed.

DWD Issuance 16-2009, Attachment 1, Section 2
Work Related Expense (WRE) Agreement

CAP Work Related Expense (WRE) Agreement

TA Recipient's Name: DCN:

I, , am receiving WRE funds to allow me to
(TA Recipient's Printed Name)
fully participate in Career Assistance Program (CAP) activities for _____ hours per federal week.

I understand that if I fail to continue to participate as agreed, any tools, supplies, or other reusable items, etc. must be returned to the CAP service provider. In addition, failure to comply with CAP could lead to a reduction in the household's Temporary Assistance (TA) grant.

I need and received the following items to fully participate my required hours in CAP:

(Be very specific. For example: 2 pairs khaki pants and black dress shoes; transmission for '96 White Pontiac Grand Am; 5 wrenches, 6 screwdrivers, and tool belt; etc.)

<i>TA Recipient's Signature</i>	<i>CAP Service Provider's Signature</i>	<i>Date</i>
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Location Name, Address, City, State, Zip, Phone Number, Fax Number

DWD Issuance 16-2009, Attachment 1, Section 3
Work Related Expense (WRE) Toolbox 2.0 Instructions

Authorizing Work Related Expense (WRE) Payments

1. Click on 'Employment Plan/Enrollment' icon.
2. Click on the 'Employment Plan' tab.

Toolbox 2 (Production) - Employment Plan

File Edit Navigation Options Utility MO Utility Window Help

Employment Plan -1

Enrollment Appropriateness Employment Plan Progress Closures

☐ Show Closed Services ☐ Show Closed Tasks EO Notice: Plan: 1 of 2

Start Date: 12/11/08 Closed: ONet: 41203100 Retail Salespersons Goal: To find a part-time in any field. Justification: Participant has a young child and feels part-time would be best for her family. LMI

Objective: Employment Start Date: 11/16/09 Service: CAP Unsubsidized Paid Employment Hours: 25 FEIN: Hourly Wage: Actual Start Date: 11/16/09 Add Task Del Task

End Date: Outcome: Del Service

Objective: Start Date: 11/17/09 Service: Hours:

Schedule Print Plan New Plan Del Plan Save Cancel Payment DESE

Start Date of the Employment plan

Record: 1/2 <OSC>

Employment

CAP Unsubsidized Paid Employment

Add Service Comments Verification

FSD Months on TANF: 24 Training Weeks: Remedial: Occupational: Total: 0

Max After 7/24/09: 83

Max Before 7/24/09: 85

Core: 20 Non-Core: 0

3. Click the 'Payment' button to access the 'Payments' screen.

4. The 'Work' tab will display.

5. The 'Authorization Date' will default to the current date.

6. Select the appropriate vendor by double clicking or pressing the F2 key while in the 'Vendor' field for a list of options.

7. The 'Available Amount' field displays the remaining amount of WRE available.

8. In the 'Pay Amount' field, enter the amount of WRE to be issued.

The screenshot shows a software window titled "Payments". It has two tabs: "Work" and "Transportation". The "Work" tab is active. The window contains several input fields and a table. The fields are: "Authorization Date" (displaying 11/10/09), "Vendor" (empty), "Available Amount" (displaying 350.00), "Pay Amount" (empty), "Pay Expense" (a drop-down menu), and "Description" (a large text area). Below these is a table with two columns: "Service" and "Amount". At the bottom of the window are three buttons: "Print Voucher", "Save", and "Close". In the top right corner, there is a label "Total WRE Authorized:" followed by a field displaying ".00". Arrows from the numbered instructions point to various elements: 4 points to the "Work" tab; 5 points to the "Authorization Date" field; 6 points to the "Vendor" field; 7 points to the "Available Amount" field; 8 points to the "Pay Amount" field; 8 (repeated) points to the "Pay Expense" drop-down; 9 points to the "Description" text area; 10 points to the "Service" column of the table; 11 points to the "Amount" column of the table; 12 points to the "Save" button; and 13 points to the "Total WRE Authorized" field.

8. Click the 'Pay Expense' field drop-down menu and select the type of WRE expense.

9. In the *'Description' field, enter the WRE payment description.

10. Double click the 'Service' field(s) to link the payment to a CAP service.

11. In the 'Amount' field, enter the amount of the WRE associated with the service.

12. Click 'Save'.

13. The 'Total WRE Authorized' field indicates the total amount of WRE issued to the recipient in the past 12 months.

*This needs to be very specific so it can help explain current and future purchases, and for monitoring purposes. For example:

- Purchased 1 pair of khakis, 2-long sleeve dress shirts, and 2 pairs of dress shoes. (In this scenario, it will make sense if in the summer the recipient needs additional supports to buy "summer" clothes.)
- Purchased breaks for car. (In this scenario, it will make sense if a different part is purchased later.)

Verifying WRE Payments were Entered

1. To verify the payment was issued, click the 'Seeker History' icon

Toolbox 2 (Test) - Seeker Histories

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Seeker Histories I

Seeker Services Change History Notes Payments FSD Load Information Exit Snapshot FSD TANF Participation

Auth Dt	Begin	End	Amount	R Amt	Type	Counselor	Expense Code	Vendor	Status
03/18/09			88.88		WRE	MYRA HUHMANN	Automobile Repair	ZEMAN TIRES & WHEELS &	Pending
11/20/08	11/01/08	11/14/08	25.00	25.00	TRE	HAYLEY KREYMER			Sent
11/10/08	11/10/08		25.00	25.00	TRE	HAYLEY KREYMER			Sent

Address

Description

WRE is request to fix flat tire.

Document Number:

Check Number

Reconcile Date

Check Amount:

Pay Method: Check

Delete Print Voucher

Record: 1/3

<OSC>

2. Click on the 'Payments' tab.
3. The 'Status' will remain 'Pending' until WRE payments are reconciled.

Reconciling WRE Payments

Only users with authorized permissions may perform this functionality.

1. Click on the 'MO Utility' menu.
2. Select the 'Fiscal Payment Query'.

The screenshot shows the 'Toolbox 2 (Test) - Seeker' application window. The 'MO Utility' menu is open, and the 'Fiscal Payment Query' option is highlighted. The background form displays the following information:

Name and Address Information
Name: BRADY A. WORKMAN
Street Address: [Blank]
MC: 65721-7335
Homeless: [Blank]
Email: [Blank]

Phone Numbers
Home: [Blank] Cell: (417)8 [Blank]
Work: [Blank] Other: (417)4 [Blank]

Personal Information
Date of Birth: 03/04/1985
Age: 24
Gender: M
Citizen: [Blank]
Alien Reg #: A [Blank] LEP: [Blank]
Vet Status: N - None
Transition: [Blank]
Served From: [Blank] Served To: [Blank]

Services Provided

Date	Type of Service	Employment Counselor
10/24/08	Initial Interview	HAYLEY KREYMER
10/24/08	Assessment	HAYLEY KREYMER
05/10/06	Job Referral	Counselor Web
05/10/06	Job Referral	Counselor Web

- [illegible]


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2. Click the 'Add' button.


Notes for Seeker - KHELOOD ABDALALLAH(*** ##-8868) | MIRZA BIJEDIC (314)933-7403


Search Criteria


Note Category: 


Counselor:

Date: -

 Clear

 Search

 Add

 Delete

4. Type the appropriate information in the 'Subject' field and enter 'Notes'.

Create Note for Seeker - KHELOOD ABDALALLAH(### ## 8868)

Note Category:

Date: 12/22/08 By: JERIANE JACO

Subject:

Notes:

Follow-up Date:

☐ Print on Save

Save Close

7. Click the 'Save' button.